



POLICY STATEMENT: CHAPTER SUSPENSION

Chapter Suspension (Placing a Chapter on Inactive Status):

The suspension of a chapter is the APNA Board of Directors' decision if, according to the Bylaws, a chapter is not in compliance with Bylaws. More often than not, chapters are "self-suspended" or deemed "inactive" when there is no governing board, no annual report, and no contact with APNA as the parent organization. Before formal suspension, or placing a chapter on "inactive status", the following shall be undertaken:

1. The Executive Director or staff designee contacts the Chapter Leader via email or telephone to inform him/her that we have not had any information from the chapter. This may occur when the chapter annual report is due to APNA.
2. If there is no response after two attempts, other former leaders of the chapter are contacted to request a status report (Are they active? Holding meetings? etc). If leadership is available and willing to revitalize a chapter that has been "self suspended" the Executive Director or staff designee will refer to the procedure for revitalizing a chapter.
3. Following no response and an indication or information that a chapter is not "functioning", a letter shall be sent certified mail to the last known Chapter Leader asking for a report and requesting contact with the Executive Director or staff designee within a 30 day period.
4. Following no response to this letter, the chapter will be suspended, and the Chapter Leader notified in writing and copied to the membership in the state. The letter will contain information about re-establishing the chapter.